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DD/M&S 74-0331

30 JAN 1974

MEMORANDUM FOR: Director of Finance
Director of Joint Computer Support
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training

SUBJECT : Communications Requirements for FY 1976

1. The Office of Communications is in the process of planning for the support of Agency communications requirements for FY 1976. In order to forecast these requirements they need to know what communication support each office is expecting to receive from them.

2. Your response should provide the following information:

a. Identify services now received that should be continued at approximately the same level.

b. Identify services now received that can be eliminated or reduced and by how much.

c. What new services do you forecast or what new requirements are you expecting Communications to undertake in your behalf.

It would also be helpful if the specific locations and other related information concerning your requirements were indicated so that detailed communications planning can be accomplished and costed. If such detail is not available, it is requested that you indicate the numbers of various types of activities planned and the general geographic locations.

3. Your reply should be received in this office by 22 February. A negative reply is requested.

STATINTL


Chief, Plans Staff, DD/M&S